

DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
PRECONSTRUCTION  
HIGHWAY DESIGN BRANCH  
PHOTOGRAMMETRY UNIT

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the


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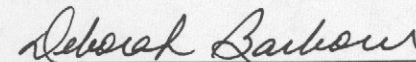
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

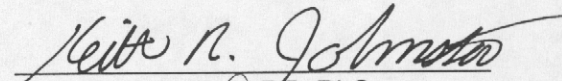
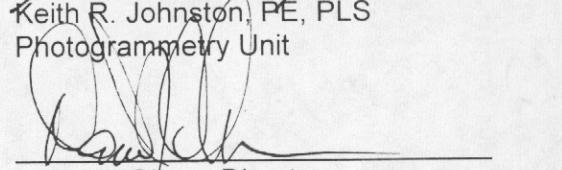
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

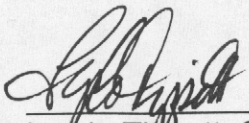
APPROVAL RECOMMENDED

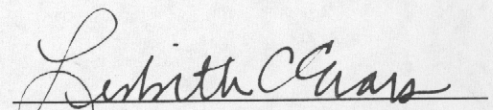
  
Melinda Dudley, Chief Records Officer  
Department of Transportation

  
Debra Barbour, PE  
Highway Design Branch

  
Keith R. Johnston, PE, PLS  
Photogrammetry Unit  
  
David J. Olson, Director  
Division of Historical Resources

APPROVED

  
Lyndo Tibbett, Secretary  
Department of Transportation

  
Elisabeth C. Evans, Secretary  
Department of Cultural Resources

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**Item 12006. Administrative Correspondence File.** Correspondence, memorandums, and reports of the Photogrammetry Unit in paper and electronic formats exchanged with Department of Transportation personnel, other state agencies, and the general public. (File maintenance and backup procedures are conducted by Department of Transportation, Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions when reference value ends. Transfer paper records which were printed and interfiled along with remaining paper records to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**Item 12020. Aerial Photographic Enlargements (State and Federal Projects) File.** Enlarged photographs of field data used for identification of roads, properties, and structures.

DISPOSITION INSTRUCTIONS: Destroy in office after field data is transferred to the Final Plans (Roadway Design) File (Item 12972).

**Item 12022. Aerial Photographic Film File.** Roll film negatives of all aerial photographic missions.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 12031. Aerial Photographic Index Books File.** Indexes to aerial photographic film.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 12032. Aerial Control Photographs (State and Federal Projects) File.** Project photographs (9x9) of horizontal and vertical control points.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 12046. Cross Section Printouts (State and Federal Projects) File.** Electronic reduced computer tabulation sheets prepared by Photogrammetry Unit that list elevations and distances to the right and left of the survey centerline. (File maintenance and backup procedures are conducted by Department of Transportation, Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Transfer to appropriate units after earthwork verification.

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**Item 12055. Film Diapositives (State and Federal Projects) File.** Aerial photographic diapositives and electronic photographic positives used on stereo equipment. (File maintenance and backup procedures are conducted by Department of Transportation, Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats when administrative value ends.

**Item 12056. Earthwork Computations (State and Federal Projects) File.** Records in paper and electronic formats concerning earthwork computations. File includes original and final cross section sheets. (File maintenance and backup procedures are conducted by Department of Transportation, Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Transfer to appropriate units after earthwork verification.

**Item 12972. Final Plans (Roadway Design) File.** Reference copies of plans and profiles of proposed highways.

DISPOSITION INSTRUCTIONS: Destroy in office after earthwork quantities are approved.

**Item 12974. Geodetic Control Monuments File.** Reference copies of records concerning Geodetic Survey Control markers used to determine the exact location of monumented survey stations within the state. File includes description sheets with sketches to show location of markers and coordinated values.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 12976. Job Orders File.** Job orders in paper and electronic formats for administrative or photographic project work. (File maintenance and backup procedures are conducted by Department of Transportation, Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats when job order is closed.

**Item 12977. Construction Field Survey Books (State and Federal Projects) File.** Field survey data from Location and Construction Units and other highway units.

DISPOSITION INSTRUCTIONS: Return original construction field books to originating units after Photogrammetry Unit has completed necessary portion for the project. Destroy in office remaining records when reference value ends.

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**Item 12979. Mapping Project (Federal and State Projects) File.** Correspondence in paper and electronic formats concerning the status of photogrammetric project activities. (File maintenance and backup procedures are conducted by Department of Transportation, Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats when administrative value ends.

**Item 12984. Photogrammetry Field Survey Computations (State and Federal Projects) File.** Survey computations listing horizontal alignment, least square adjustment, level elevations, and level adjustment.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 12986. Planning Reports File.** Reference copies of planning reports prepared by Project Development and Environmental Analysis unit of alternate alignments of proposed roadways.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 12989. Quadrangle Maps File.** Maps compiled by the United States Geological Survey.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 32999. Consultants File.** Project-related correspondence and other related records in paper and electronic formats concerning the contractors who provide photogrammetric products and services to the unit. (File maintenance and backup procedures are conducted by Department of Transportation, Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats 5 years after project is closed.

**Item 46137. Electronic Mapping For Functional, Preliminary, and Final Design File.** Records in electronic formats concerning highway design. Electronic file includes ASCII, vector, and raster data that represent geospatial data for North Carolina transportation projects. (File maintenance and backup procedures are conducted by Department of Transportation, Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.